

ANALYSIS OF ADMINISTRATION AND SERVICE IN ENGINEERING COLLEGE LIBRARY IN COIMBATORE DISTRICT: A CURRENT STATUS AND FUTURE ASPECT

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ABSTRACT

College renders essential community service and serves as centers for moral, social and intellectual rejuvenation. Colleges produce knowledge for problem-solving, economic activity, guidance and direction, and the ability to escape ignorance and superstition and protect and advance the common good. As libraries grew in size, methods were devised locally to organize and preserve the Collections and these techniques in library service. Engineering College libraries have an important role in the teaching, research, and Library service. A college library that supports teaching and a research library. This paper scrutinize the infrastructure, administration, staff, collections, and technical and reader's services of the engineering college in Coimbatore district Library in terms of their support for the teaching and research, highlighting strengths, weakness, threats and opportunities

KEYWORDS: Engineering College Library, Methodology, Library Utility & Library Services

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INTRODUCTION

The Engineering College Librarian is in charge of library administration and reports directly to the Principal. The library has four major division they are Collection Development, Technical Services, Documents and Serials, and Readers Services. The engineering college library is connected to the browsers, and subscribes to more printed National and International journal titles, as well as newspapers and magazines. The engineering college library has a sufficient seating capacity for readers as well as various equipment includes projectors, display screen, and public address system. When professional librarians and other employee are to make adequate use of their knowledge and skills, access to information will lead the user in right path.

RESEARCH METHODOLOGY

A questionnaire designed to elicit the opinion of Librarian members of Engineering College. Further which helps to know the availed Resource and its utility. The questionnaire was distributed personally to 20 Librarian members of engineering college in Coimbatore district. Sufficient time period was given to the respondents to furnish the required information. The study is concerned among Librarian members of engineering college in Coimbatore district. The data analysis and interpretation is based on 17 Librarian members were respondent.

Table 1: Staff Positions and Other Details are Shown in the Tables

S. No	Rank	No.	%
1	Senior Librarian	1	5.88
2	Librarian	1	5.88
3	Librarian I	-	-
4	Librarian II	-	-
5	Deputy Librarian	1	5.88
6	Assistant Librarian	2	11.76
7	Chief Library Officer	3	17.68
8	Asst.Chief Officer	2	11.76
9	Library At tender	2	11.76
10	Library Assistants	2	11.76
11	Senior Lib. Assistants	1	5.88
12	Bindery Assistant	1	5.88
13	Library Porter	1	5.88
Total		17	100

Table 1 shows that only one of the members are placed as senior Librarian rank in engineering Library and three of them placed as Librarian rank in the engineering library and one of them placed as Deputy and Assistant Librarian rank and under the officer grade two of them are placed one library at tender two assistants are placed for various work do be done through them and one bindery and one porter are placed for library service to provided to the user in the engineering college library.

Table 2: Analysis of Staff by Professional Status

S.NO	Status	No.	%
1	Librarian	5	29.4
2	Library Officers	5	29.4
3	Admin/Technical	5	29.4
4	Other Library Staff	2	11.76
Total		17	100

Table 2 shows that five members are under the grade of Librarian in engineering Library and five of them placed as Library officers' grade in the engineering library and five of them are under admin/technical assistant grade and two of them are placed as library staff.

Table 3: Educational Qualifications of Staff

S. No	Qualifications	No.	%
1	Bachelor degree + BLIS + MLIS + Phil+ PhD+ SLET (OR)NET	5	29.4
2	Bachelor degree + BLIS + MLIS+ Phil	5	29.4
3	Bachelor degree + BLIS	5	29.4
4	HSC + CLIS	2	11.76
Total		17	100

Table 3 shows that five members are placed as Librarian rank and with the qualification of degree, BLIS, MLIS, Phil, PhD, and Other Qualification in engineering Library and five of them placed as Library officers grade With the Qualification of degree, BLIS, MLIS, Phil and five of them are under admin/technical assistant grade with the qualification of degree, BLIS and two of them are placed as library staff with the qualification of HSC, CLIS.

Table 4: Staff Allocation in the Library

Department	Librarian	Library Officers	Admin/ Technical	Other Library Staff	Total	%
Administration	1	1	-	-	2	11.76
Technical Services	2	3	2	-	7	41.16
Readers Services	2	1	2	1	6	35.28
Serials	-	-	1	1	2	11.76
Total	5	5	5	2	17	100

Table 4 shows that five of the members are placed as Librarian in engineering Library in Administration rank and five of them placed as Library officers grade to render Technical service to the user and five of them placed as admin/technical assistant grade for Cataloguing and Classification, circulation and various library depended work and two assistants are placed for various work do be done through them and one bindery and one porter are placed for library service to provided to the user in the engineering college library.

RESPONSIBILITIES OF DEPARTMENTS

Administration

The Engineering College Librarian implements general control over the library staff, funds, equipment, and activities. Nature of work of other members in this department is a clerical officer, a messenger, a typist. The various equipment used in this library office includes photocopiers, computer, scanner, barcode machine, etc.

Technical Services Department

The Technical Services department headed by a senior librarian. The sections in the department are Bindery, Cataloguing and Classification, Computer, and Audio-visual. Bindery and Cataloguing, Computer and Audio-visual are headed by a librarian. The collection section is especially selective and efficient in meeting the expectations of users and the mandate of the library. The books will be processed and sent to Readers Services with catalogue cards. This section of Technical Services does re-binding and repairs of worn or damaged books, binding of journals, student projects, etc The section is well-equipped with various binding equipment and materials including blocking machine etc.

Readers Service Department

This Readers Service department is responsible for ordering and acquisition of book and non-book material, through purchase, gift and exchanges, or donations. The department also maintains accession records and other relevant files, as well as book selection aids such as Books in Print for the smooth function of the library. The Readers Service department coordinates activities with acquisition, book processing, book transaction, and shelving serials. The Users can go directly to shelves to browse their needs and by chance get what they are looking for. Journals are being catalogued, classified, or indexed. When journals arrive, they are put on Journal display racks, after being checked in ledger. Back issues are also available on shelves of the library. Their objective is to save the user's time and simplify searching.

Public Services

Public service department are check -out and check- in Circulation and Reference. Newly-processed library materials come to one of this section, which is where the largest number of library staff is positioned. The reference section handles only reference queries and takes direct charge of reference materials. The major threats that face the library is that of safety and security of library Resource.

Cataloguing and Classification

This section holds the cataloguing and classification of library Resource, maintenance of the card catalogue, indexing and abstracting services among others. The section is equipped with the latest editions of cataloguing and classification which include Anglo-American Cataloguing Rules (AACR2).

OPPORTUNITIES CERTAINLY EXIST FOR THE LIBRARY

- The university libraries are organizing the library training programmers on topics like cataloguing and classification, indexing and abstracting, the practical use of ICT in libraries, to name a few. Librarians gained knowledge of new technologies through continuing education programs, professional training, and various workshops, seminars, conference etc.
- There are abundant areas in library and information science that would be prolific research topics for library staff.
- Library science journals are available for Publication of journals by the library staff members.
- Indexing and abstracting services for used inside and outside of the library.

RECOMMENDATIONS

- There is the need for security service inside and outside the library, by providing close circuit television (CCTV) for effective electronic surveillances.
- Need more computers for the library and it should be on the path to partial or complete automation
- The library's card catalogue needs some space for arranging
- The library management should build on the strength of the library by improving on the collections in terms of size, quality, currency, relevance, availability, accessibility, and the provision of multiple copies by purchasing or duplicating.
- Journals should be catalogued and indexed for effectual retrieval process.
- The seating capacity should be increased in the library for the readers.
- ICT was helpful to perform library functions and endow innovative user services.
- Libraries should equipped with appropriate hardware and software facilities.

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